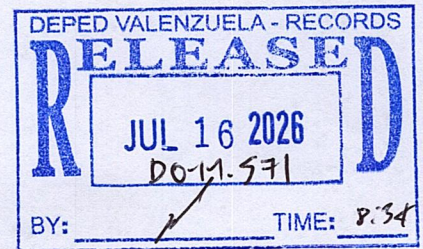


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Control no.: 26 PAB 740



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0576 s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR GOVERNMENT
RECOGNITION OF PRIVATE SENIOR HIGH SCHOOLS WITH ADVERSE
FINDINGS**

To: Education Program Supervisor, SGOD
Private School Administrators
All Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2026, all regular applicant private schools and private basic education institutions offering Senior High School with adverse findings are directed to submit the required documentary requirements for the processing of their application for Government Recognition.
2. All concerned private schools shall submit two (2) hard copies of the required documents to the Schools Division Office on or before August 13, 2026.
3. The submitted documents will be reviewed and validated in accordance with the provisions of DepEd Order No. 12, s. 2026 before the recommendation for Government Recognition is forwarded to the appropriate office.
4. Schools are advised to refer to DepEd Order No. 12, s. 2026 for the complete list of documentary requirements, submission procedures, and other relevant guidelines.
5. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As Stated.

References: DepEd Order No. 12, s. 2026

To be indicated in the Perpetual Index under the following subject

DOCUMENTARY REQUIREMENTS GOVERNMENT RECOGNITION

GLN/SGOD July 15, 2026



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**CHECKLIST OF REQUIREMENTS
SENIOR HIGH SCHOOL PROGRAM**

Name of School: _____
School ID: _____
Address: _____
Date of Evaluation: _____
SHS Curriculum: _____
Strand(s)/Track(s): _____

APPLICATION CODE: _____

Mandatory Documentary Requirements	Status of Submission (To be filled-out by the applicant school; Check if submitted)	Verification (To be filled-out by the SDO Records Unit)	
		Status of the Submission (Check if complied)	Remarks
1. Valid SHS Government Permit			
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and c. For PSOs, additional subjects or curricular requirements mandated by the host country.			
3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in Annex A, pursuant to RA No. 10173, also known as <i>Data Privacy Act of 2012</i>			



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4. Declaration of Data Privacy Compliance using the prescribed template provided in Annex B, pursuant to RA No. 10173			
5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template provided in Annex C, duly notarized and sworn before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No. 10755, also known as <i>Administrative Code of 1987</i> .			
6. Approved SHS Class Programs, duly signed and approved by the School Head			
7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 titled, <i>Multi-Year Implementing Guidelines on the School Calendar and Activities</i> or DO No. 09, s. 2026 titled, <i>Guidelines on the Implementation of the Three-Term School Calendar in Basic Education</i> , as applicable, duly signed by the School Administrator			
8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of Capstone for the non-immersion track, if any			
9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (see Annex D)			



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10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD			
11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees			
12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By-Laws, with an updated General Information Sheet. For PSOs, these documents shall be issued by either the Philippine SEC or by the appropriate counterpart agency in the host country.			
13. Certificate of Occupancy (Educational/Institutional/Commercial)			
14. A Valid Certificate of Title under the name of the school for the school site. If not applicable, a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years. <i>*Annotated CTC of the title within 1 year</i>			
15. If there is a pending criminal case before the court, official clearance issued by the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs			



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16. If the private SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included: i. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to the validation of the FPIC process undergone by the community.			
17. For PSOs: PSOs Information Sheet;			
18. Authenticated and verified copy of the permit, authority, or license to operate issued by the appropriate agency of the host government; and <i>If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and</i>			
19. For PSOs: Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.			



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Evaluated by:

GLENN D. RIVERA

Senior Education Program Specialist
School Management Monitoring and Evaluation

Noted by:

SALVADOR A. GABAN, JR.

Education Program Supervisor
Division Focal Person-In-Charge of Private Schools

Reviewed by:

BALTAZAR M. GAYEM

Chief-Education Supervisor (SGOD)



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Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@depd.gov.ph
Official Website: depdvalenzuela.com



PRIVACY NOTICE FOR PRIVATE BASIC EDUCATION INSTITUTIONS

1. Identity of the Personal Information Controller

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program.

2. What we Collect and Why

To evaluate and process your school's application for government recognition of its SHS program, we collect institutional data as well as the personal data of your teaching and non-teaching personnel. This includes, but is not limited to, names, contact details, educational background, government-issued IDs, and professional licenses. The sole purpose of processing this data is to verify your institution's compliance with DepEd standards for recognition.

3. Lawful Basis for Processing

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to regulate private educational institutions in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(f) of the Republic Act No. 10173, otherwise known as *Data Privacy Act of 2012*.

4. Who will have Access to the Data

Access to the submitted information is strictly limited to authorized DepEd personnel evaluating the accreditation application. The data will not be shared with third parties unless expressly authorized by law.

5. How we Store and Dispose of the Data

The information provided will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained only for the duration of the school's active recognition status and any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

6. Your Rights as a Data Subject

Under the Data Privacy Act of 2012, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at dataprivacy.dpo@deped.gov.ph or the Private Education Office at private.education@deped.gov.ph.

ANNEX B:

DECLARATION DATA PRIVACY COMPLIANCE

I, [Name of Representative], serving as the [Title/Position] of [Name of the Private Basic Education Institution (PBEI)] (the "PBEI"), hereby declare and warrant the following in relation to the submission of documents for the application for Government Permit/Government Recognition:

a. Lawful Collection and Sharing: that the PBEI, acting as a Personal Information Controller (PIC), has lawfully collected the personal data and Sensitive Personal Information (SPI) of its personnel included in this application.

b. Principle of Transparency: that the PBEI has fully informed its personnel that their personal data and SPI (including but not limited to educational records, government-issued IDs, and professional licenses) will be shared with and processed by the Department of Education (DepEd) for the specific purpose of school accreditation.

c. Consent and Rights: that the PBEI has secured the necessary consent from its personnel for the sharing of their data with DepEd or has otherwise established a valid lawful basis for such disclosure under the Data Privacy Act of 2012. The PBEI has provided its personnel with the appropriate Privacy Notice detailing the categories of recipients, the purpose of data sharing, and their rights as data subjects.

d. Accountability: I acknowledge that the PBEI remains jointly accountable for upholding the data privacy rights of our personnel regarding the data shared with DepEd. The PBEI agrees to hold DepEd free and harmless from any claims, damages, or liabilities arising from the PBEI's failure to secure lawful basis or inform its personnel prior to the disclosure of their personal data.

Signed this (date), _____ City

[Signature over Printed Name]
[Title/Position]
[Name of Private School]

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ANNEX D:

PERSONNEL PROFILE: ADMINISTRATIVE, TEACHING, AND NON-TEACHING STAFF

This table reflects the aggregate data of the administrative, teaching, and non-teaching personnel as required under Item 6 of the mandatory documentary requirements.

Personnel Category and Employment Status	Qualifications/Eligibilities (Degrees/ PRC License/ Major)	Teaching Load / Work Assignment	Average Working Days / Week	Salary Range and Benefits
Administrative Personnel Total: _____	Civil Service: _____ Others: _____	Top-level/executive management: _____ Principal/ Assistant Principal: _____ Administrative Officer: _____ Registrar / Records Officer: _____ HR Officer / Secretary: _____ Finance Officer / Accountant: _____ Coordinators: _____		Salary Range: _____ Benefits: _____
Full-Time Teachers Total: _____	Bachelor's Degree: _____ Master's Degree: _____ Specialists/ Industry Experts: _____ LET Passers: _____	Core: _____ Academic Electives: _____ TechPro Electives: _____		Salary Range: _____ Benefits: _____
Part-Time Teachers	Bachelor's Degree: _____	Core: _____		Salary Range: _____

Total: ____	Master's Degree: ____ Specialists/ Industry Experts: ____ LET Passers: ____	Academic Electives: ____ TechPro Electives: ____	Benefits: ____
Non-Teaching Personnel Total: ____	Professional: ____ Technical: ____ Others: ____	Administrative staff: ____ Finance and accounting staff: ____ Guidance counselor: ____ Library staff: ____ IT / technical support: ____ Maintenance, janitorial, security, and canteen staff: ____	Salary Range: ____ Benefits: ____



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DISCLOSURE ON PENDING CRIMINAL CASES OF KEY SCHOOL OFFICIALS

Does your president/member of the board/registrar/finance officer have a pending Criminal Case filed before any court in the Philippines by the Department of Education?

☐ Yes ☐ No

If yes, kindly provide details and status of the Criminal Case/s.

If yes, kindly obtain clearance from the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs which is an additional requirement for your application.

SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and/or records, and that the documents submitted herewith are original and/or certified true copies thereof. I authorize the Department of Education, or its authorized representative to verify or validate the contents stated therein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of an administrative and/or criminal case/s against me.

Attested:

[NAME]

[Designation]

[Name of School]

Affiant



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: depedvalenzuela.com





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SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

SUBSCRIBED AND SWORN to before me this ____ day of _____ 202_ at _____, Philippines. The affiant exhibited to me his/her competent proof of identity.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2026.